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WAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF WAR

STRATEGIC SERVICES UNIT

Washington, D.C.

STAFF MEMORANDUM)
NO. 19)

11 January 1946

Call for Estimates - Fiscal Year 1947

1. Detailed estimates of funds required by each Office for the fiscal year beginning 1 July 1946 and ending 30 June 1947, are to be submitted to the Budget Office, Room 100, Coliseum, not later than 23 January 1946.
2. -Estimates submitted in accordance with this directive will be based on the following assumptions:
 - a. That personnel ceilings established by the War Manpower Board of the War Department will remain the same throughout the year;
 - b. That 50% of the present armed service personnel will be replaced by civilians;
 - c. That procurement will be limited to the minimum requirements;
 - d. That operations will continue to same extent as were carried on in the 2d and 3d Quarters Fiscal Year 1946;
 - e. Washington offices will include budget for their overseas stations in that submitted by the respective branches.
3. An original and one copy of the estimates should be prepared and submitted in accordance with the following instructions:
 - a. Form. The estimates will be prepared on lettersize (8x10 $\frac{1}{2}$ inches) sheets with one inch margin at the top and left side. Material will be typed on the sheets lengthwise.

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b. Statement of authorization from which the functions and activities of the Office are derived, (General Orders, etc.).

c. A statement of functions and activities of the Office and a statement indicating the operating relationships between the Office and other units of the Strategic Services Unit and between the Office and other departments and agencies of the Federal Government.

d. An organization chart clearly reflecting lines of authority and distribution of activities within the Office.

e. Detailed justification of estimates.

(1) Personal Services.

OSS Form 1082, Revised, shall be used in preparing estimated personnel requirements. A separate sheet shall be used for each organizational unit within each Office. A consolidated recapitulation for each Office shall be prepared on a separate sheet.

The foregoing statements on OSS Form 1082, Revised, shall be preceded by a justification of the requirements of personnel indicated on the Form. Reference should be made to experience data on production showing qualitative (i.e., information as to use of the product and information as to users and use of the product) and quantitative (i.e., data regarding units of production capacity required) experience and anticipation.

All personnel, whether Civil Service, Armed Service or Special Funds, shall be listed on the Form with their operating titles in order of authority within the organizational unit. In addition to the operating title, the grade and salary shall also be stated for Civil Service employees; for military personnel only the military rank or rating; and for special funds employees the annual salary without grade.

Salaries stated on OSS Form 1082, Revised, are to be exclusive of overtime. Estimates of requirements for specific types of employees, i.e., temporary, part time, consultants, shall include justi-

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fication for the need of this class of employees and for the number, indicating their functional relationship to the office program.

A supply of OGS Form 1082, Revised, may be obtained by calling the Budget Office, Extension 445.

(2) Travel.

Estimates for travel should include transportation costs, per diem or subsistence while in an authorized travel status, and other expenses incident to travel which are to be paid by the Government either directly or by reimbursement to the traveler.

Estimates should be made for the cost of travel of civilian vouchered personnel only. Where it is impractical to supply dollar estimates for travel, they should include references to points to which travel will be performed, purpose of the travel, duration of the trip, etc. Attached hereto is a listing of the cost of transportation by commercial facilities between various points most often visited by S.S.U. personnel. Estimates for overseas travel should be included in the Washington budgets as follows:

- (a) For staff employees with headquarters in Washington, all costs for transportation and per diem on a round trip basis.
- (b) For employees transferred to foreign field headquarters, cost of transportation and per diem up to the day of entrance on duty at the foreign base.

*within area
to & from SC*

Cost of transportation and per diem for employees officially stationed at foreign posts and that of employees transferring from a foreign post of duty to Washington headquarters should be included in the estimates for travel submitted by or for the foreign posts. The justification should state the need for the anticipated travel and the class and number of employees who will perform the travel.

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(3) Transportation of Things.

Includes those charges for the transportation of things which are paid or to be paid directly by the Government and not by the vendor, whether such transportation be by land, air or water. It also includes charges for the care of such things while in the process of being transported.

Costs involved in the transfer of materiel, supplies and equipment ^{or of Army materiel} to be used or issued inside the United States will be included in the estimates of the Procurement and Supply Office. It will be the responsibility of ^{each office or staff section} ~~the~~ office to supply justification for transportation costs incurred in the shipment and reshipment of files, documents, photographs, communication equipment, exposed film, and similar ^{operating} supplies and equipment, in their individual budget estimates.

each office or staff section

each office or staff section of each year

(4) Communications.*

Includes the transmission of messages from place to place, such as tolls for land telegraph service, marine cable service, radio and wireless telegraph service, telephone service, postage and messenger service. It also includes switchboard and service charges and telephone installation costs.

Estimates for communications, generally, will be prepared by the Procurement and Supply Office and the Communications Office. Estimates for special services, such as telecrypton telometer, direct wire, tie-line service, etc., shall be prepared and justified by the office having or desiring such service in their individual estimates.

(5) Rents and Utilities.

Includes charges for rents as well as for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

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Rents and utilities estimates for all office and warehouse space now occupied by S.S.U. in the Washington area will be prepared by the Procurement and Supply Office with the exception of warehouse space for the Communications Office. Estimates for additional office space or warehouse facilities needed by the departmental offices should be prepared and presented with the necessary justification.

Estimates for rental or lease of training areas and camps shall be prepared by the Schools and Training Office.

(6) Printing and Binding.

Includes all printing and binding of books, pamphlets, documents and other publications. Printed forms and letter-heads are also included under this group.

Estimates for printing and binding of forms, stationery, and routine office supply items will be made by the Procurement and Supply Office. Special or unusual requirements for printing and binding which cannot be handled by the Reproduction Office should be set forth in detail by each office, indicating the type of publication, the estimated number of copies, the proposed distribution, and the cost of each publication.

(7) Other Contractual Services.

Requirements for procurement of special services and/or supplies and equipment combined shall be specifically stated accompanied by the appropriate justification. Estimates for maintenance and repair of office buildings and warehouse facilities will be submitted by the Procurement and Supply Office for the S.S.U. Estimates for maintenance, repair, and construction of camp buildings and equipment will be submitted by the Schools and Training Office in consultation with Headquarters and Headquarters Detachment and the Procurement and Supply Office.

Estimates for requirements of funds for special projects involving other Government agencies and/or outside concerns shall be stated by specific project costs, identifying costs by object class in the same manner proscribed for the over-

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(8) Supplies and Materials.

Estimates for office supplies and materials will be prepared by the Procurement and Supply Office. Estimates for special supplies and materials peculiar to the operations of any one office will be reported and justified by the office having such special requirements.

(9) Equipment.

Estimates for office equipment will be prepared by the Procurement and Supply Office. Estimates for special equipment-peculiar to the operations of an office must be reported by that office with appropriate justification.

(10) Special Funds.

Estimates for unvouchered funds should be submitted and justified by object class of expenditure in the same manner as the estimates for vouchered funds.

4. Special attention should be given to the preparation of the justifications supporting the estimates for each objective class of expenditure, emphasizing the essential factors and giving whenever possible specific, concrete, factual data.

5. The Budget Office has a limited supply of a sample budget which may be used for the information and guidance of those responsible for the formulation of the estimates.

FOR THE DIRECTOR:



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ESTIMATED TRAVEL COSTS

<u>Domestic Travel</u>	<u>One Way</u>	<u>Round Trip</u>
Washington to East Coast Points		50.00 ✓
New York to Boston		40.00 ✓
Washington to Boston		60.00 ✓
Washington to Midwest Points		150.00 ✓
Washington to West Coast	200.00 ✓	450.00 ✓
Washington to New York	15.00 ✓	40.00 ✓
Washington to Miami	60.00 ✓	130.00 ✓

Foreign Travel

	500.00	1,000.00
	500.00	1,000.00
	700.00	1,800.00
	1,000.00	2,300.00
	1,200.00	2,500.00
	1,500.00	3,000.00
	750.00	1,500.00
	475.00	1,200.00
	1,200.00	2,500.00
	375.00	750.00

The travel estimates listed above are estimated average costs and include transportation costs, per diem or subsistence while in an authorized travel status, and other expenses incident to travel.